

Board of Selectmen
Minutes September 27, 2011

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman
Jeffrey Bryan
David Menter
Michael Hubbard

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Overtime for police department was 2.25 hours and town clerk/tax collector .5 hours of overtime for this pay period.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Deputy Treasurer has resigned. Jonathan does not have any recommendations to fill the position. The opening will be posted on the website.

Motion was made by Menter, 2nd by Hubbard to approve the minutes of 9/20/11. Artimovich, Hubbard, and Menter were in favor. Bryan abstained as he was not present.

Friends of the library would like to post signs on the town's islands to promote the scarecrow festival. The Board is ok with this but suggest checking with the highway department to make sure the signs do not block anything.

Building Inspector Gil Tuck was in to have the following permits signed:

- Metrosign and Awning, 170 Lorum Street, erect temporary sign: signed by the Board
- John McGillicuddy, 312 Rte. 125, change antennas on tower: signed by the Board
- Peter Columbo, 32 Scrabble Road, install electricity circuit in barn: signed by the Board
- Philip Chase, 14 Sanborn Way, front porch and deck: signed by the Board
- Primax Construction, 437 Rte. 125, Tractor Supply building: signed by the Board

The building permits for the Firefly development lots F and G were signed by the Board on 09/13/11 and were subsequently lost. Gil contacted the builder and asked for a second set which did not include the NH water supply and pollution control number. In the meantime a foundation was built on lot F. Gil wanted to discuss with the Board charging the builder a fine for proceeding without a permit in hand. Reggie Moreau, builder, was present and stated that he had a discussion with Gil and thought that the building permit was all set and he just needed to drop off the second set of plans. Bryan asked if the foundation was in the correct location. Reggie said a plan had the wrong set back and he will be going before the ZBA to request an equitable waiver. Artimovich stated that the permit was signed, but he thought the permit needed to be in hand prior to beginning construction. Reggie said he thought he had the permit and that he was all set to move forward otherwise he would have waited. Artimovich

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stated that there will be no fee assessed at this time as it was the Board's error but if this happens again he will be fined the maximum amount.

Department Head Meeting:

Emergency Management

Richard Murphy stated that they are on target with their budget. They have submitted forms to the state seeking reimbursement for expenses from Hurricane Irene. They are working on setting up a citizens group for sheltering and are looking for volunteers. They are also looking at definitive plans for opening a shelter to determine which shelters should be opened and under what circumstance. Richard also stated that his department does not have access to funding in the event of an emergency. He is requesting a credit card for emergency management. Artimovich made a motion, 2nd by Menter to order a credit card in Richard Murphy's name with a \$500 credit limit. All were in favor.

Don Tilbe wanted to discuss volunteer applications for emergency management. The volunteer will be required to get a criminal background check. The town will reimburse the volunteer for this fee and will ask that the volunteer present a certified copy of their driver's license.

Town Clerk/Tax Collector

Phyllis signed some paperwork for accepting credit cards for tax payments and is hoping to have this process in place for the December tax bill.

Budget Committee

The budget committee is reviewing surrounding town's by-laws as they are looking to implement some guidelines for the committee to follow.

Recreation

Margaret Dullea said the fall programs are all up and running. Artimovich asked how the building looks since Jim resigned. She said they had someone in place to clean the BRC between events. Artimovich suggested starting to plan for projects for 2012. Dullea said she is still working on resolving the water issue.

Planning Board

Kathy St. Hilaire said that Tractor Supply had broken ground and they expect to open late winter, early spring. The planning board is working on revising some zoning ordinances, one of which will be the sign ordinance. Work force housing development is moving along and building permits are being granted. The planning board has voted on a site plan revocation for a commercial property in town. The ZBA will also have 2 hearings in October.

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Library

Tracy Waldron said they are still searching for a Library Director to fill Marilyn's position when she retires. Artimovich asked for more information on the drop ceiling and lighting, and Tracy said that Bob Gilbert would be best to address any concerns the Board has.

Fire Department

October 15th will be a fire prevention open house from 1-4pm. Lemoine has a candidate for the Live-In Program that was rolled out last month. Seeley asked how Lemoine was doing with budget. Lemoine stated that he is ok right now but will be over budget by December. There was some discussion regarding encumbered funds and the effect on Lemoine's remaining budget. Hubbard stated that he has a bottom line budget to meet, and Seeley suggested that Lemoine meet with the Board regularly throughout the remainder of the year to make sure he stays on budget.

Police

Wayne Robinson said the department is getting a lot of calls. They are trying to utilize the part-timers more to avoid overtime. Hubbard asked what percent the calls had increased by. Robinson stated that he would get that information to Hubbard for next week. Hubbard said he would stop by the PD for those reports.

Highway

Robinson stated that the summer work was all done. The remaining budget depends on when snow comes and how much. The fuel line is over budget as there was a surplus in Wayne's budget in 2010 and \$10000 was cut from his budget in 2011. Those funds were taken from the fuel line item but the department is on target to meet their bottom line. Bryan stated that the contract for fuel has expired. Robinson said he checks with Difeo every year to see how much fuel they used and to get an estimate of the cost for the next year. Bryan asked if \$250000 was enough for road replacement in 2012; Robinson said yes.

That closed the department head meeting.

The police department needs to replace a server in 2012 and are requesting that the cost of \$2883.61 be paid out of impact fees. Clement confirmed the balance in the account. Bryan made a motion, 2nd by Menter to approve the cost of the server to be paid out of impact fees.

Menter asked how many more weeks he has with Gary. Robinson said Gary is alternating shifts between highway and shift coverage at the fire station. Artimovich asked how Gary was working out filling in for Jim. Clement stated that he has not yet come to talk to her about it, and Robinson said he did not think that Gary was interested. Artimovich stated that it was not a matter if he wanted to or not as he's a town employee. Bryan said if he does not want to help out then he could find another job. It would be temporary until the position is filled. Applications will be reviewed next Tuesday and will begin interviews next week.

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Seeley would like a policy created stating the fee charged by the Town to make copies. Christine is working on a fee schedule for the PD and will coordinate with Clement to make sure the policy remains consistent throughout the town.

Seeley also asked the Board when they wanted to have a discussion on COLA. Artimovich said they should discuss COLA next week. Seeley is on the agenda for 10/4/11.

Counsel recommended getting a second appraisal for Budget Storage. Clement contacted Epping and they referred the town to an assessor. Their fee would be about \$3500. The town will arrange a meeting between Jim Michaud and Budget Storage to try and come to an agreement.

Comment in the auditor's report regarding long-term retirement healthcare costs. Clement spoke with the business administrator of SAU 16 and she recommended using gasb45help.com to complete this. The cost would be approximately \$1200. This will be budgeted for next year.

Bryan made a motion, 2nd by Hubbard to sign the revised MS-1. All were in favor.

Seeley asked if the Board would meet with Lemoine and take a look at his budget. Hubbard said Lemoine is in charge and it is his budget to manage. Duane commented that the Board cuts budgets without the department's involvement. Artimovich said it is not Duane's budget. It is Wayne's budget and it is discussed with him. Seeley said the Board should offer Lemoine assistance and Artimovich stated that the assistance was micromanaging. Bryan said the help had been offered in the past and it was not wanted.

Motion to adjourn at 7:35 pm made by Bryan, 2nd by Menter; all were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT

Date: September 27, 2011

Citizens General Fund:

Previous Balance:	6,454.38		
Deposits:	32,100.36		
Payroll:	13,537.53	DD: 7671.57	CK: 5865.96
FICA:	3,415.56		
A/P: Regular	12,297.63		
Non-A/P			
to Impact Fees			
From MMA			
Bank Charge			
TO MMA			
Account Balance:	9,304.02		
Interest Earned YTD:	86.03		

	Unrestricted	
CD's:	Balance:	-
	Unrestricted	
MMA:	Balance:	2,370,225.04
	Total Invested	
	Funds:	2,370,225.04
	Interest Earned YTD:	1,460.40